

**COUNTY OF LOS ANGELES - DEPARTMENT OF MENTAL HEALTH
COUNTYWIDE RESOURCE MANAGEMENT**

TRANSFER OPPORTUNITY

SECRETARY III

A Secretary III is being recruited to provide secretarial support to the Countywide Resource Management Program Head. One of Countywide Resource Management's goals are to encourage, facilitate, and maximize improvement of the quality of psychiatric care at Institutions for Mental Diseases (IMDs) and other various levels of care to improve accountability and accessibility in a manner that ensures appropriate placement and use of services within the system of care. It also is responsible for the development of new and innovative ways of delivering care in residential settings for individuals diagnosed with severe and persistent mental illnesses who are requiring residential services. **This position is currently located at 1925 Daly Street, 2nd floor, Los Angeles, CA 90031. This program will be relocating to DMH Headquarters, 550 S. Vermont Ave., CA 90020. The approximate relocation date is early 2015.**

DUTIES:

- Screen calls, furnish requested information or refer calls to others better qualified
- Act as lead to support staff
- Schedule appointments and meetings and maintain Program Manager's appointment book
- Arrange conference room reservations for meetings
- Document and track incoming and outgoing correspondence
- Review material being submitted for Program Manager's attention to ensure all relevant data, files, signatures, etc., are included
- Type memorandums, letters, and agendas
- Review written material for grammatical errors and proper content
- Maintain filing system
- Prepare requisitions and special requests
- Act as intermediary between Program Manager and staff, transmitting messages, and requests, both written and verbal
- Serve as liaison to other departments/divisions
- Obtain data and prepare reports
- Track the execution of plans, improvements, and projects
- Recommend improvements in departmental procedures

DESIRABLE QUALIFICATIONS:

- Ability to work a 5/40 schedule; Monday thru Friday 8-4:30 or 8:30-5
- Excellent interpersonal skills
- Ability to problem solve and avert crises through anticipation and planning
- Effective communication skills, both verbally and in writing
- Flexibility and the ability to prioritize and to adjust priorities as needed
- Strong organizational skills
- Knowledge, expertise, and experience in working with Microsoft Office (Including Word, Excel, PowerPoint and Publisher) and Outlook.
- Ability to multi-task throughout the day and to work with interruptions
- Commitment to improving the quality of work processes

Interested individuals who currently hold the payroll title of Secretary III are encouraged to FAX their résumé, last two (2) Performance Evaluations, and last two (2) years of master time records to:

**Jacqueline Yu, LCSW
Mental Health Clinical Program Head
Countywide Resource Management
1925 Daly Street, 2nd Floor
Los Angeles, CA 90031**

**FAX: (323) 223-8380 or
Email: Jacqueline Yu at jyu@dmh.lacounty.gov**